



Office of Facilities Planning Newsletter Update #7 – September 2000

If you would like to have this Update sent directly to you by e-mail, please send your e-mail address to Joe Levy at jlevy@mail.nysed.gov

Please continue to send in your comments and requests. Our purpose is to provide information, which will help all Consultants and Facilities Planning provide a quick concise review of all projects. This will help the schools get their construction projects out to bid in a timely manner.

Speeding up the Review Process:

We are constantly asked, "what can be done to speed up the review process". The following lists are our requests of you to accomplish just that. Please feel free to use these lists as checklists for your projects.

A. List of common items missing or incomplete that are required to complete a review:

1. Provide the NYSED sheets (see [Newsletter #5](#)).
2. Complete the fire area analysis (see [Newsletter #2](#)). Provide the type of construction, allowable fire area, and actual size of the fire area including, the existing building or existing fire areas.
3. Provide sections through every firewall and show the existing structural components (columns, beams, joists, deck and parapet) (see [Newsletter #3](#)).
4. Indicate and show where elevations, sections and details are cut. Accurately fill in the symbols, this is a common incomplete item.
5. Fill out the entire door schedule, including a full application of hardware. Provide all frame and door glazing. Incomplete hardware and glazing indicate incomplete drawings.
6. Fill in all equipment and panel schedules.
7. A specification section, and drawings, that provide compliance with the 155.5 rescue regulation requirements. (See [155.5 Checklist](#)). Provide a plan detailing how proper fire ratings will be maintained.
8. A specification section indicating how the project plans to deal with lead paint or a statement verifying the tests were conducted and were negative (to be included in a future Newsletter).
9. Provide all the code required signs (HC accessible, maximum occupants in public assembly, evacuation signs, & elevator lobby signs).
10. Provide casework, furniture and general door accessibility for the physically impaired. If one or more stations or sinks are in a room or suite, at least one must be accessible (see [Newsletter #1](#)).

B. List of suggestions to speed up reviews:

1. Review projects before they are sent to SED. If you seal them you are responsible for quality, completeness and code compliance, not SED.
2. Label the outside of every separate roll of drawings that is sent to SED. The label should indicate buildings or facilities and trades in each roll of drawings. Single rolls of drawings require no label.
3. Within a set of drawings for multiple buildings, complete the drawings of the first building including the plans, elevations, sections, ceilings and schedules, then the drawings of the second building, the third, etc. Provide common wall, door, window and other details either up front or at the end. Binding architectural drawings of individual buildings separately from each other would be a great help.
4. Provide a list of drawings on your first drawing sheet. Write the real name of each sheet to let us know what is on the drawings. Provide plan keys with drawing numbers, to facilitate finding adjacent building areas. On the floor plans, note where the partition types, the door and room finish schedules and the window types are.
5. If Door & Room Finish Schedules are in the specification, consider binding them separately and indicate this

at the end of the list of drawings.

6. If you are using "key notes" place them on every drawing to which they apply.
7. Prominently indicate the locations of fire hydrants.
8. Prominently indicate the locations of fire extinguisher cabinets.
9. Provide site features with accessibility for the physically impaired. Show quantities of parking spaces and number of accessible spots, compliant parking spaces, curb cuts, signs and pedestrian walkways (see [Newsletter #1](#)).
10. Show the rescue window locations on the floor plans.
11. Provide partition indicators that show the hourly rating of the partition. Include UL designs for the rated partitions.
12. For furniture plans and casework, show accessible/removable sink bases on elevations provide sections with the heights of elements showing your designs are compliant. Show compliant casework locations with HC symbol.
13. Provide a specification section with the 155.5 rescue regulation requirements from the 155.5 checklist. (See [155.5 Checklist](#)).
14. Provide flame spread and smoke development ratings for combustible finish products and materials in the specification. Provide critical radiant flux for appropriate floor finishes. Provide fire resistant test requirements for fabrics. Remember that flame spread is not the same as fire rating. Many specifications incorrectly require "Class A fire ratings" for finishes. Please correct the specifications to "Class A Flame Spread".

C. List of items to improve speed of addenda approvals: (see [Newsletter #2](#))

1. Check addenda carefully before sending them. Be sure they are correct and complete. Addenda review is frustrating and time consuming. We would like to avoid double or triple handling of projects.
2. Write the review number on the addendum with the project title.
3. Number all Addenda consistently and consecutively. Dual number and letter designations should only be used to designate different contracts.
4. On every addendum, list all previous addenda with the date each one was issued.
5. Indicate what is being changed. Highlight, circle or cloud the items changed or added on drawings.
6. Put addendum items in the order of the drawings and specification sections.
7. Use a drawing numbering convention that follows the existing drawing set so we know what drawings are altered or replaced.
8. Send addendum information specific to individual design packages separately. Please don't send two or more design packages for the school district in a single addendum.

We are happy to hear from you. If you have a subject you would like addressed, feedback on the material you read, input or general comments, please send them to Joe Levy at jlevy@mail.nysed.gov.

We plan to address subject matter as discussed at our March 29, 2000 Workshop, common errors holding up reviews, solutions to repeat problems and any subject which will help the schools and consultants quickly and efficiently receive their project approvals.